

**PUBLIC HEALTH COUNCIL  
EXECUTIVE COMMITTEE  
MINUTES**

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October 7, 2005, 1:00 – 3:00 p.m.

Department of Health and Family Services, 1 West Wilson Street, Room 950B, Madison, WI 53702

STATE OF WISCONSIN

**MINUTES OF THE MEETING OF OCTOBER 7, 2005**

**Committee Members in Attendance:** Ayaz Samadani (Chair); John Bartkowski (Vice-Chair) (by teleconference); Gary Gilmore (Secretary); Bevan Baker; Stephan Hargarten (by teleconference); Julie Willems Van Dijk (by teleconference)

**Absent Committee Members:** Sandy Anderson (Vice-Chair); Jeanan Yasiri

**Division of Public Health Staff:** Susan Wood, Director, Bureau of Health Information and Policy; Steve Marshall; Stacia Jankowski

**Call to Order**

John Bartkowski called the meeting to order at 1:10 p.m.

**Review of Minutes from Previous Meetings**

Dr. Gary Gilmore made a motion to approve the July 22, 2005, minutes as written, and Julie Willems Van Dijk seconded it. The motion carried.

**Administration**

***Rules of Order and Procedure changes***

The following changes were made as suggested by the Committee:

- To further clarify the timeline for the Nominating Committee, Section 1.06(5)(a) was revised to state: "A Nominating Committee of three (3) members shall be appointed by the Chair no later than November 1 of each year. The Nominating Committee shall begin soliciting and accepting nominations for the Council sixty (60) days before the Annual Meeting."
- Mr. Bartkowski wanted to clarify Section 1.07(5)(c) in regard to the 10 days notice mentioned. To more closely follow the open meeting requirements, this section was revised to state: "The Director shall prepare the agenda for each Council meeting in consultation with and subject to approval by the Chairperson and in accordance with section 19.84, Wisconsin Statutes."
- Mr. Bartkowski said that he thought Section 1.07(10)(e) was very restrictive, especially in light of the Council's efforts to hold an open forum at the beginning of every meeting. As a result this section was revised to state: "A guest may address the Council if recognized by the Chair or two-thirds (2/3) of Council members vote to allow it."

Dr. Gilmore made a motion to accept the Rules of Order and Procedure with the amendments noted, which was seconded by Ms. Willems Van Dijk. The motion passed with all in favor.

***Draft semi-annual/annual report***

Mr. Bartkowski said that he found the report to be pretty comprehensive. Ms. Willems Van Dijk asked how the "forthcoming items" were going to be established. The changes that were requested included:

- Including the dates when referring to the Governor's proposed budget on page 2.
- Under "Forthcoming Items" identify some of the activities that the committees have identified in their work plans to date.
- Under the "Actions" section, change the fifth bullet to state that this legislation will "advance Wisconsin

as a smoke-free state” and add the following: 1) The Family Planning funding resolution; 2) The Family Foundation home visiting resolution; and 3) Establishing a relationship with the University of Wisconsin Population Health Institute for reporting to the Council on its activities.

Susan Wood reported that these changes would be made to the draft and brought to the Council’s next meeting.

### ***Letterhead***

Stacia Jankowski distributed the most recent version of the letterhead and asked all members to correct the degree information following their names. Dr. Ayaz Samadani requested that this be electronically sent to Council members for their changes.

### ***Communication with other councils***

The Committee discussed options for developing relationships with other Governor-appointed councils that may address topics relevant to the Council. A number of suggestions were made about how to integrate all of these councils, including having presentations provided to the Council, formalizing the communication between councils, and assigning staff to review the agendas for each of the Governor-appointed councils to identify items that are duplicative of the work of the Council. Ms. Wood suggested that staff pull together a list of Governor-appointed councils and identify those that would be relevant to the Public Health Council.

### ***Invitation from WPHA/WALHDAB***

An invitation from WPHA and WALHDAB was provided to Committee members. The invitation was to participate in the WPHA /WALHDAB annual conference planning committee. Ms. Willems Van Dijk suggested that since many of their meetings are in the western part of the state, she would recommend that someone from that area participate. Dr. Samadani will ask the Council for a volunteer(s).

### ***Miscellaneous***

Ms. Wood reported that since Jose Avila has resigned from the Council, the Governor is looking for a health educator for this position. Ms. Wood requested that any recommendations be sent to her directly within the next few days.

### ***Statutorily Required Report on Preparedness***

Steve Marshall said that with the passage of 2001 Wisconsin Act 109, a bi-annual preparedness report was established. The first report was released in September 2003, and the next report will be sent in draft format to the Secretary’s Office by October 21.

A few comments that were made at the meeting were:

- Mr. Bartkowski noted that there is no discussion in the report of the role of Federally Qualified Health Centers (FQHCs) in preparedness. He expressed concern that in some cases the FQHCs are the only providers in an area, so their role should be clearly defined. Mr. Marshall agreed to work with Dennis Tomczyk to see if this can be remedied.
- Stephen Hargarten expressed concern over the lack of detail related to resource allocation. Mr. Marshall said that this level of detail is available on the Web site, but summary information could be found on page 16 of the draft report.
- Dr. Gilmore made a general request to have more information about what is planned for a number of these initiatives. For example, the Biohazard Detection System only listed information for anthrax, although Mr. Marshall reported that there are plans to expand this in the future. Mr. Marshall responded that he will go through the “Program Summary” list beginning on page 3 to add information.

### ***Committee Issues***

### ***Meeting schedule for 2006***

Dr. Gilmore commented that a schedule of six meetings per year seems to be appropriate for the Council. The Committee agreed to continue to meet six times per year on the second Friday of the month. The Executive Committee needs to meet two to three weeks before the Council meeting.

## **Discussion Items**

### ***Public Health Advisory Committee (PHAC) discussion***

Ms. Wood reported that the PHAC had decided at their last meeting to continue to operate independently of the state, and to submit a planning grant to one of the medical schools. Since that time, PHAC has received funding from WPHA to do that planning without competing for the grants.

Dr. Gilmore commented that due to the unique composition of this body, he sees value in continuing to receive reports from this committee and would like to find a meaningful way for the two groups to interact. Ms. Jankowski said that she is still working to establish a joint meeting between select members of the PHAC and the Public Health Council Executive Committee for this discussion.

### ***Agenda for October 14, 2005***

The following changes were made to the agenda:

- The report from the University of Wisconsin Population Health Institute was replaced with a discussion of the “public health workforce/discussion of public health school proposals.”
- The emergency preparedness items were collapsed into one full-hour session.

Dr. Samadani requested that in providing the presentation on obesity, nutrition, and physical activity a summary document be prepared not to exceed three pages. He also requested that the speakers address any resolutions or actions they would like the Council to consider.

Mr. Bartkowski said that he would prefer that the standing item currently on the agenda as a report from the University of Wisconsin Population Health Institute become a more generic reporting item from academia on public health issues. The Committee agreed that the standing item will continue to be scheduled at 12:30 and will be entitled “Academic Institutions report.” Ms. Wood volunteered to create a letter for Dr. Samadani’s signature for distribution to academic partners that may be interested in providing an update on their activities to the Council. The letter will be sure to focus on the charge of the Council, as recommended by both Mr. Baker and Ms. Willems Van Dijk. Ms. Wood asked what the process would be for establishing the distribution list for sending this letter out. Dr. Gilmore suggested that we let others have input into this process.

## **School of Public Health in Wisconsin**

Mr. Baker reported that the Board of Regents was set to vote on renaming the University of Wisconsin Medical School to the University of Wisconsin School of Medicine and Public Health on October 7, 2005. He said that although the Council has not weighed in on this, the Council may want to consider the following issues: 1) the possible use of Partnership funds to support this effort; 2) the impact on rural areas; and 3) the debate on the location of a public health school (Milwaukee vs. Madison).

The Committee discussed a number of methods for introducing this subject to the Council, and agreed that the Council needs to be presented with a balanced picture of the issues that are arising. The Committee agreed to add this item to the Council’s agenda, framing the discussion in terms of implications for the public health workforce and capacity building.

## **Next Meeting**

The next meeting of the Executive Committee is scheduled for December 2, 2005, from 1:00 – 3:00 p.m. in a location to be determined.

## **Adjournment**

Dr. Samadani adjourned the meeting at 3:50 p.m.